

# The Southern Baptist Theological Seminary

## Position Description

**Position Title:** Catering Server

**Department:** Pioneer College Caterers

**Position Code:** I0533

**Date Prepared:** 7/31/15

**FLSA Status:**  Exempt  Non-Exempt

Full Time: Yes  No

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### **JOB SUMMARY:**

The responsibility of the Catering Server is to ensure a smooth experience for our dining patrons.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Assist with setting up events
- Serve as a wait-staff waiter

Performs other duties as may be assigned by supervisor.

### **EDUCATION:**

The person in this position should have some basic schooling.

### **EXPERIENCE:**

Previous experience is not necessary. Position requires high energy, self-motivated individual. Will train.

### **SUPERVISION:**

The person in this position will supervise no one.

The person in this position will report to the Catering Manager and the Food Service Director.

### **WORK ENVIRONMENT:**

The person in this position will work in an ever changing, fast paced environment. Hours are flexible.

**EQUIPMENT:**

The person in this position will use the following equipment: ice machine, coffee and tea machine, hot boxes, ovens, and occasionally the dish machine.

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**I have received a copy of my job description, which outlines the responsibilities, required skills, education and experience; and the physical and mental requirements of my job. My signature below indicates that I have read and fully understand the requirements and that I am able to perform the essential job functions as outlined. I also understand and agree that this job description cannot be construed as an implied employment contract and that my relationship with the Seminary is still “employment-at-will”.**

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**Employee Signature**

**Date**

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**Supervisor Signature**

**Date**